

STAFFING CIVILIAN POSITIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFMAN 36-203, 1 February 1996, is supplemented as follows:

The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 37-160, Volume 8, *The Air Force Publications and Forms Management—Developing and Processing Forms*, affects this publication.

SUMMARY OF REVISIONS

The revision of this publication is to meet the format standards required by the Air Force. No content material has changed. Some required format changes have been made to allow for the conversion process.

1.9. The selecting supervisor will arrange a release date with the losing supervisor of an on-base employee. An on-base employee is normally released for promotion no later than the end of the first full pay period following the date notified of selection. The Civilian Personnel Flight (CPF) will arrange a release date for an off-base employee with the employee's servicing CPF, if appropriate. Whenever possible, a release within 20 calendar days after selection will be arranged.

2.6.4. (Added) Policies prescribed in this manual apply to individuals who hold Veteran's Readjustment Act (VRA) appointments without time limitations.

2.7.1. This supplement, the policies and procedures in the basic manual, and the guidance for the Developmental Opportunity Program constitute the Base Merit Promotion Plan.

2.9.3. Employees occupying formal trainee and apprentice type positions are excluded from competitive promotion consideration for positions up to and including the target grade of the position they hold.

2.12.3. The Civilian Personnel Officer is designated as the authority to grant exception to the selection policy.

2.13.6. The Civilian Personnel Officer is designated as the authority to grant exception to the selection policy.

2.15.1. The standard area of consideration for non-temporary promotion for GS/GM-14's and below and wage system positions will be, as a minimum, all activities within the commuting area serviced by Vandenberg AFB CPF. Use of the standard area of consideration constitutes "full competition." The areas of consideration may be extended geographically or organizationally, or both, and the extension may occur concurrently or successively as determined by the specialist/assistant in order to obtain an adequate source of highly qualified applicants.

2.16.2. Employees will review Placement Data and Experience Briefs generated as the result of information initially coded into the Personnel Data System-Civilian (PDS-C). The employee will have 30 days from the date the briefs are received to certify their accuracy. If the employee fails to correct or take action to certify the briefs within 30 days, it will be assumed the information is accurate.

2.16.2.1. (Added) Employees will be permitted to submit information to be used to correct errors detected in the cited briefs.

2.16.2.2. (Added) Annually, employees should request and review their briefs to ensure the data is accurate, current, and complete.

2.22.2.2.4. Consideration of awards is reserved for the selection process. Supervisors must review award data on each certified candidate for promotion and take into consideration the merit of the award in making their selection. In order to be considered, the award must be relevant to the position being filled.

2.25. Candidates for promotion and competitive reassignment are listed in alphabetical order on the certificate. The selecting official will consider all certified candidates and any may be selected, except in the case where a Priority Placement Candidate is certified. These candidates will be identified in the remarks section of the certificate and must be selected unless an exception is granted.

2.25.2. A candidate roster will contain 10 names. More than 10 names but not to exceed 15 may be certified when competitors are tied for listing on the certificate. Non-competitive candidates will be referred on a separate listing.

2.25.2.1.1. (Added) Additional names may be certified on a one-for-one basis in the event of declination of referred candidates, upon request by the selecting official. When this occurs, the selecting supervisor must fully document the promotion certificate showing the date and reason for each declination.

2.25.2.3. (Added) In order to protect the integrity of the merit promotion system, certificates will be delivered or retrieved personally or sent in inconspicuously marked and sealed envelopes to be opened by the selecting official. Contents of certificates will not be revealed to, or discussed with, unauthorized persons.

2.29. Selecting officials will review career briefs, a supplemental qualifications profile or Official Personnel Folder (OPF), Optional Form 612, **Optional Application for Federal Employment**, any obsolete employment application forms, and other documentation provided by the CPF before selection of candidates referred on a Merit Promotion Certificate. Supervisors may also interview all promotion candidates. However, if the interview is conducted primarily to evaluate candidates, it must be limited to measuring job-related knowledge, skills, abilities (KSAs), and other characteristics. If the interview is used primarily as an informal exchange of information regarding job requirements and working conditions, information thus obtained will not serve as a basis for ranking candidates. If one candidate for promotion is interviewed all candidates will be interviewed unless the candidate; (1) currently works or

previously worked under the direct supervision of the selecting supervisor, (2) was previously interviewed by the supervisor within the preceding 90 days for a vacant position of the classification and job category, and (3) was unavailable for interview for a period in excess of 5 workdays after the date initial contact was made by the selecting supervisor. The above option is available provided the selecting supervisor reviews each employee's Career Brief and discusses the candidate with the current supervisor. While interviewing, the supervisor will make every effort to reach the candidate by telephone, and complete the interview if the employee has provided a number in advance.

2.30. When an employee fails to receive proper consideration in a promotion action and the promotion action is allowed to stand, the employee will be considered for the next appropriate vacancy for which qualified. An appropriate vacancy is a position at the same grade level as the position for which consideration was lost. The employee is accorded priority consideration and referred to the supervisor on a Merit Promotion Certificate. An employee is entitled to one consideration under this provision for each consideration lost.

2.35.1.3. Employees have the right to review Promotion and Placement Referral Subsystem (PPRS) selection requests and Promotion Evaluation Patterns (PEP) for positions for which they meet basic eligibility. Employees are also entitled to disclosure to the specific criteria in the PEPs they did not meet.

2.35.2. Employees may request review of their career briefs on an annual basis.

2.36.1. The selecting supervisor will notify each promotion candidate in writing of the results of the selection process.

2.37. A dissatisfaction based solely on nonselection for promotion from a group of properly certified candidates cannot serve as the basis for a complaint under AFI 26-1203, *Administrative Grievance System*, as appropriate, or the negotiated grievance procedures.

2.40. The Merit Promotion Plan will be reviewed annually during June.

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